

DIRECTIONS FOR COMPLETING FORMS
OFI FORM 86C AND STANDARD FORM 85

The following directions are for the **OFI Form 86C** and the **Standard Form 85**. These two forms are required with all new enrollment packages effectively immediately. All previous new member applications submitted with finger print cards must now submit these two additional forms before the finger print cards can be forwarded to SECCEN.

Please follow these instructions carefully. Forms submitted which do not comply with the following instructions (i.e., required boxes omitted or boxes that are to remain blank) or with typos will be returned without any forwarding action.

Operational Support (OS) PSI Package (Required New Member Forms):

1. **Fingerprint Cards (FD-258)** - 2 cards completely filled out, using DIRAUX as the Employer Address. You **NO** longer need to add the Mother's Maiden name on the Fingerprint Card. (Already staged at ANSC)
2. **OFI Form 86C (Special Agreement Check)** – Fill out all applicable questions w/exception of boxes 7, 8, 9, 10, 11, 12 & 14. (This is for the SECCEN) **DO NOT SIGN THIS FORM.**

Note: By filling this form out the Auxiliarist meets the OPM **requirement that Mother's full name, Father's full name & Mother's maiden name is provided.**

American citizens need to fill out 1 through 6 and 13.a & 13.b

Naturalized citizens need to fill out 1 through 6 and 13.a., 13.b & 13.c

Dual citizens need to fill out 1 through 6 and 13.a., 13.b., 13.c & 13.d

Note: If new enrollments are not "citizens," either by birth or naturalized, they cannot be Auxiliarists.

3. **Standard Form 85 (Authorization for Release of Information)** – Standard Form 85 is used by investigators when they request information about a person's background. Many institutions will not give out any information without seeing the subject's (Auxiliarist) signature (release).

Read, complete all boxes, and sign this form.